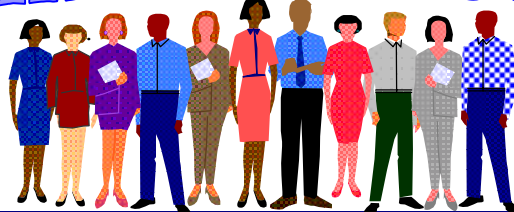


# Personnel Issues & You



UPPS Newsletter 2002-11

November 1, 2002

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## Special Investigative Leave

101 KAR 2:102, section 8, Special Leave of Absence states in part "If approved by the secretary, an appointing authority may place an employee on special leave with pay for investigative purposes pending an investigation of an allegation of employee misconduct". It appears that we are receiving actions placing the employee on leave with pay without gaining prior approval of the secretary, or the approval comes in after the personnel action has been submitted. Before submitting the action the prior approval needs to be done so that it can accompany the personnel action (W41) for processing.

## Request for Refund on Payroll

It has come to our attention that there is some confusion as to what the "Request for Refund on Payroll" form should be used for. This form ONLY refunds taxes and retirement monies. It is the responsibility of the payroll officer to initiate refunds of any other payroll deduction. A refund form for health insurance is available from Steve Hayden and any other refunds may be requested via e-mail, letter, or memorandum. This is not a new procedure. To reiterate, the "Request for Refund on Payroll" form will process refunds of taxes and retirement only.

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## W-2 Training

Mark your calendars for November 14, 1:00 p.m. to 4:00 p.m., Capitol Annex, Room 125. Daryl Dunagan and Connie Eggen, Division of Social Security; Gene Harrell, Treasury; Carol Kelien, Personnel Cabinet; and Steve Sithers, Social Security Administration will be conducting the W-2 training. All payroll officers are urged to attend this important training.

## W-2 Schedule

As you are aware, there are changes in the W-2 form itself as well as how it will be issued. The new W-2 form has no carbons, all copies are on one page, and they will be mailed by the Personnel Cabinet. The agency's copy will be imaged and we will be providing more information about this in the future.

**December 19, 2002, Thursday, close of business:** After this date, all adjustments sent to the Personnel Cabinet for keying **MUST** be completed in **red ink** and have “**2002**” written at the top to ensure they are processed against the 2002 employee record.

**December 26, 2002, Thursday, close of business:** The last day for submission of an SAS-27 to the Personnel Cabinet to be included in 2002 wages.

**January 6, 2003, Monday, close of business:** This is the cutoff for a “Request for Refund on Payroll” to be received in Treasury. After this date, refunds will have to be done from 2003 funds and adjusted on the 2003 record.

**January 10, 2003, Friday, 1:00pm:** This is the cutoff for adjustments.

**January 13, 2003, Monday:** Target date for printing W-2's.

NOTE: Do not enter any 2003 adjustments until we have confirmed that the W-2s are printed. Last year several agencies keyed new year adjustments too soon which adjusted the W-2 record and resulted in the agencies having to issue corrected W-2'S.

## KECC Payroll Deductions

KECC contributions for 2003 will begin with the December 16-31, 2002 payroll. There is only one deduction number for charity and it is #52, the frequency is 09 (every pay period). We will automatically change the frequency on deduction 52 to “00” after the payroll for December 1-15 pay period is processed. 225 transactions for employees wishing to contribute to the 2003 campaign should be entered beginning January 2, 2003 when we begin entering the December 16-31 payroll. **Please do not enter any transactions prior to this date.** If an employee elected not to contribute to the 2003 campaign you need not do anything.

## Employee Addresses on UPPS

We will be sending out an address listing in November. If at all possible, please initiate a P-I action to make any address changes. All address changes not in the system by the last update for the December I – I5 supplemental payroll must be sent to the Personnel Cabinet on the UPPS 5-W form. Please complete the form in **red ink** and write across the top: “**W-2 INFO 2002**”.

Please inform your personnel officers about all address changes in order that they can enter a matching P-I action. A P-I must be entered for all address changes whether the employee is active, on leave, or terminated.

A sample of the UPPS 5-W form is included in this issue and the form is available by clicking on “UPPS Payroll Transaction Forms” at <http://kygovnet.state.ky.us/personnel/payinfo.htm>.

We will accept UPPS 5-W forms until January 8, 2003.

2002 W-2 INFO

COMPANY NO	EMPLOYEE NO	TCD	EMPLOYEE NAME (For Reference)
477920123456789	15	16	DOE

ENTER "N" IF NEW EMPLOYEE

TRANS NO.	24	25	26	FIRST	37	38	39	LAST	SOCIAL SECURITY NUMBER	56	57	66	PT	67	68	69	70	73
200																		

UPPS 5-W  
Employee Information  
(Revised 10-01)

This form contains transactions  
200 Employee Identification  
201 Organizational Information  
205 Employee Address  
235 Job Description

▲ Change Indicator

TRANS NO.	24	25	27	DIVISION	28	29	31	BRANCH	32	33	35	SECTION	36	37	38	UNIT	42	43	52
201																			

USE TO IDENTIFY  
APARTMENT NUMBER,  
SUITE NUMBER OR  
APARTMENT MAIL BOX  
NUMBER. DO NOT USE  
FOR POST OFFICE BOX  
ADDRESS

TRANS NO.	24	25	44	CITY	58	59	60	61	STATE	67	68	ZIP CODE	72	74	75	78
205	X600	MAIN ST	XFRANKFORT						XKY	X40601	X			X	X	X

USE FOR STREET ADDRESS,  
RURAL ROUTE ADDRESS  
OR POST OFFICE BOX  
ADDRESS

TRANS NO.	39	40	43	47	48	TITLE ABBREVIATION	SAL GRADE	68	69	70
235										

PLEASE USE RED INK